



**INSTRUCTIONS FOR COMPLETING THE ANNUAL RECORDS SOLICITATION FORM**  
**(Michigan Corporations)**

Review the accuracy of the preprinted corporate name and address and make any changes necessary.  
**PLEASE PRINT CLEARLY.**

- Step 1      Verify the name of each stockholder. You must account for 100% of the outstanding shares. Any changes may be indicated on reverse of the form.
- Step 2      Verify the name of all members of the Board of Directors. Members of the Board of Directors must be at least 18 years of age. Any changes may be indicated on reverse of the form.
- Step 3      Verify the title of an officer and the name of the officer. You must have at least one officer. Typical officers are Chief Executive Officer (CEO), President, Vice President, Secretary, Assistant Secretary, Chief Financial Officer (CFO), Treasurer, Chief Operations Officer (COO). In addition, list any other corporate officers. Any changes may be indicated on reverse of the form.
- 
- Step 4      Verify the name, email address and phone number of the person to contact if we have any questions. Any changes may be indicated on reverse of the form.
- Step 5      Provide a valid payment method.
- Step 6      Sign the form to verify the validity of information provided and authorize your payment.
- Step 7      Return the entire completed form with payment.

---

Submit the Annual Records Solicitation Form together with the payment for preparation of documents to satisfy the annual corporate records for your corporation. **Submit a check for \$150.00 payable to Michigan Council for Corporations and mail to:**

**MICHIGAN COUNCIL FOR CORPORATIONS**  
**5859 West Saginaw Highway #343**  
**Lansing, MI 48917-2460**  
**(888) 408-0886**

---

Completed documents will be mailed to you within four weeks. Have each shareholder and director sign the documents where indicated and keep them as permanent records.

Maintaining records is important to the existence of all corporations. Of particular importance are records of shareholders and director actions. You can engage an attorney to prepare the documents, prepare them yourself, use some other service company or use our service.

**Please note:** The preparation of annual corporate records does not satisfy the requirement to file the annual report set forth in the Michigan Compiled Laws § 450.1911. The annual report and instructions may be found online.